



JOINT READINESS TRAINING CENTER AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence -- The Year to Excel"

CPAC INFORMATION BULLETIN  
NUMBER 77

December 2005

## NSPS Information

### NSPS UPDATE

We know you've been reading all you can about the new personnel system and, at this point, may have more questions than answers. In case that describes your situation, we thought this month we'd share some frequently asked questions and responses thereto in our effort to keep you informed. Well, here goes and let us know if you have more.

#### **Why do we need the National Security Personnel System?**

- NSPS strengthens our ability to accomplish the mission in an ever-changing national security environment.
- NSPS accelerates the Department's efforts to create a Total Force (military personnel, civilian personnel, Reserve, Guard and contractors), operating as one cohesive unit, with each performing the work most suitable to their skills.
- We need a human resources system that appropriately recognizes and rewards our employees' performance and the contributions they make to the Department of Defense mission.
- We need better tools to attract and retain good employees.

#### **What's in this for me?**

- You will be recognized and rewarded based on your personal contributions towards our Nation's defense.
- You will be encouraged to take ownership of your performance and success.
- You and your supervisor will have open communications so you know what's expected.

- Increase in pay will be based on your performance and mission contribution.
- NSPS promotes broader skill development and advancement opportunities in pay band.

#### **When will NSPS affect me?**

- Transition to NSPS will be sooner than 30 days following publication of the regulations in the Federal Register and Congressional notification.
- DoD will first implement the NSPS Labor Relations system across the Department. The Labor Relations system impacts all DoD employees currently covered by the labor relation's provisions of *title 5, Chapter 71*.
- In early 2006, DoD plans to phase-in the NSPS Human Resources system that includes classification, pay administration, performance management, staffing, workforce shaping, adverse actions and appeals.
- The first phase is Spiral One, which includes~273,190 General Schedule employees in selected DoD organizations.
  - Spiral 1.1 will implement in early CY 2006 with~65,370 employees
  - Spiral 1.2 will implement in spring 2006 with~47,640 employees
  - Spiral 1.3 will implement in fall 2006 with~160,180 employees
- Your organization's leadership will keep you informed about the timing of your transition.
- Over the next two or three years, DoD will incrementally phase-in the next two spirals improving NSPS as it goes forward. Spiral Two includes the rest of the eligible DoD civilian workforce including wage grade employees. Spiral Three could include DoD laboratories, should legislative restrictions be eliminated.

#### **When will NSPS be fully implemented?**

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- It will take time and effort to fully implement NSPS, with various elements of the program being introduced over the course of the next several years to allow ample time for training, program evaluation and adjustment.

#### **Who will be covered by NSPS?**

- The vast majority of DoD civilian employees are eligible to be covered by most of the elements of NSPS. However, some employees in DoD will not be affected by these new regulations, or will only be covered by certain elements. Certain categories of employees are excluded, including intelligence personnel and employees in the Defense Laboratories listed in the NSPS law. However, all employees currently covered by *5 U.S.C. chapter 71* will be covered by the NSPS Labor Regulations system.

#### **Will the NSPS Labor Relations system cover all Department activities and installations, not just those identified in Spiral One?**

- Yes, the NSPS Labor Relations system will apply to all DoD activities and installations eligible for coverage under *5 U.S.C. chapter 71*, to include non-appropriated fund (NAF) employees, Federal Wage System employees, overseas organizations, laboratory organizations and demonstration projects, etc.
- Those laboratories specifically identified for initial exclusion from the NSPS Human Resources system (including adverse actions and appeals) will be covered by the NSPS Labor Relations system upon its effective date.
- If an organization is excluded from *chapter 71* coverage (typically by Executive Order), then they will continue to be excluded from coverage under the NSPS Labor Relations system.

#### **Are wage grade employees covered?**

- Yes, however the Department will not cover Federal Wage System (FWS) employees in the initial implementation phases of the NSPS Human Resources system. Before including FWS employees in NSPS Human Resources system, DoD plans additional analysis, studies and collaboration with labor representatives to determine the appropriate application of NSPS to the trade and craft environment.

#### **The final regulations reference “implementing issuances.” What is an implementing issuance?**

- Implementing issuances carry out Department policy in the implementation of NSPS. They can be issued

by the Secretary of Defense, Deputy Secretary, Principal Staff Assistants (such as Under Secretary of Defense), or Secretaries of the Military Departments.

#### **Do the final regulations contain greater detail than the proposed regulations?**

- Yes, we have added greater detail to all sections of the final regulations, primarily those covering the Human Resources (HR) system. However, even with added detail, the HR system retains its original structure in the final regulations, establishing a general framework to be supplemented by detailed Departmental implementing issuances. We believe this is the appropriate approach, providing the Department the flexibility it requires in implementing an HR system of this scope.

#### **Why implement NSPS now, before you know how successful the new rules will be at DHS?**

- While DoD and DHS have many similar needs, they have distinct missions and organizational structures, which require different approaches to transforming their human resources system.
- DoD has the infrastructure and technology in place to support this change.
- DoD has over 20 years of successful experience and lessons learned from demonstration projects such as China Lake and the Acquisition demonstration projects. These projects show NSPS can be successful.

#### **What affect will the DHS ruling have on implementing NSPS?**

- While we are unable to comment on the DHS ruling, we will continue with our plans to implement NSPS.

#### **What is the status of the DoD lawsuit?**

- While the Department cannot comment on pending litigation, we can say that the case is currently before Judge Sullivan in the Federal District Court for the District of Columbia.

#### **Will DoD get sued like DHS?**

- We cannot comment about what might or might not occur in the future.

#### **BENEFITS**

#### **What happens to my retirement, health insurance, and other benefits?**

- NSPS will not affect rules governing retirement benefits or eligibility, health and life insurance, leave, attendance, and other similar benefits.

**PAY****Under NSPS will all of my pay increases be based on my performance evaluation?**

- NSPS is a performance-based system. To receive any pay increase employees must be performing acceptably. However, there are several components to pay.
- Annual performance payouts are directly related to the level of an employee's performance and contribution to the mission. In contrast with today's system, high-performing employees will be able to receive higher pay raises.
- There will also be pay adjustments that result from changes in nation-wide salary ranges (i.e., rate ranges) due to market conditions. These can vary by occupation and pay band. Employees will be entitled to rate range adjustments, unless they are performing at an unacceptable level.
- In addition to nation wide changes, NSPS includes a locality-based component of pay called a "local market supplement". The local market supplement will be based on market conditions related to geographical and occupational factors, and may differ from one occupation to another in a given locality area. Employees will be entitled to increases to local market supplement, unless they are performing at an unacceptable level.

**How will DoD insure the money is really paid out to the employees?**

- DoD is committed to ensuring civilian compensation is expended. In fact, the law requires that the aggregate amount of money allocated for civilian compensation for organizations under NSPS cannot be less than the amount that would have been allocated under the existing system. Under NSPS, the overall amount of money that would have been used for the annual January pay adjustment, within grade increases, quality step increases, and similar payments, will be used for civilian pay, and those funds will be expended.

**Will all DoD employees move to the new pay system at the same time?**

- No. Only those employees who transition to the human resources system under NSPS will have their pay based on annual performance-based payouts, and receive the NSPS nation-wide adjustments and local market supplements.
- Over the next several years, DoD plans to systematically move all eligible employees into the NSPS Human Resources system. The first group

within Spiral One, which includes ~270,000 employees. The first group within Spiral One (Spiral 1.1) is scheduled to start in early calendar year 2006, with Spiral 1.2 and 1.3 later in the year. DoD will then incrementally phase-in Spiral Two and Spiral Three over the next several years.

**Will employees lose pay under NSPS?**

- No. Employees will not lose pay upon conversion to NSPS. Employees will be converted into NSPS at their current salary. In many cases, employees will actually receive a salary increase equal to the amount they have earned towards their next within grade increase (this is known as the "WGI buy-in").

**What about within grade increases? Will we still get them?**

- Under NSPS and the pay banding system, there are no "steps" similar to the GS system. Instead, pay increases and/or performance bonuses are based on your performance. Upon conversion to NSPS, employees will receive a salary increase equal to the amount they have earned towards their next within grade increase. This is known as the "WGI buy-in."
- After an organization has converted to NSPS, money that would have been used for within grade increases will become part of the money available for performance payouts, rate adjustment, and local market supplements.

**How are the pay bands structured?**

- The DoD classification architecture will include broad groupings of occupations based on the nature of the work, career patterns, and market factors, including recruitment and retention issues. At this point we are considering having a standard grouping that covers many of our occupations and a few separate career groups such as medical, scientist and engineering, and investigative and protective services. Within the career groups, work will be separated into pay schedules covering basic categories of work such as technician, professional, and supervisory work. Within each of those pay schedules there will be broad pay bands that reflect pay ranges for different levels of work.

**What is a pay pool and how is it established and funded?**

- A "pay pool" means the organization elements/units or their categories of employees that are combined for the purpose of determining performance payouts. The term pay pool can also be used to mean the dollar value of the funds set aside for performance payouts for employees covered by a pay pool.

- Pay pools are established by combining organizational elements, functional groupings, location, mission, or other categories of employees. The structure of pay pools can vary depending on factors such as organizational structure, nature of the work, and how work is accomplished. For example, in some organizations it might make sense to follow strict organizational lines, while in situations where a great deal of work is matrixed that might not be the best solution.
- Pay pools are funded with the overall amount of money that would have been used for the annual January pay adjustment, within grade increases, quality step increases, and similar payments.

#### **What happens to the January pay increases?**

- All eligible employees will receive the 2006 general pay increase (GPI). The first NSPS payout for Spiral 1.1 and 1.2 employees will be in January 2007. At that point, January pay adjustment funds will be paid out as a result of:
  - Performance payout process
  - Rate range adjustments
  - Local market supplements
  - Advancement in developmental positions

### **PERFORMANCE MANAGEMENT**

#### **How will my supervisor be accountable for rating me equitably and fairly?**

- Your supervisors/managers will be trained and held accountable for giving you a fair appraisal.
- Your supervisor will work with you to develop your performance expectation. You will have the opportunity to participate in the process as your supervisor explains the link between your performance objectives and the overall mission.
- Your supervisor/managers will be evaluated on how well they conduct their performance management responsibilities. Their effectiveness will be an important part of their pay increase.
- NSPS will use pay pools to evaluate and compare your organization's performance ratings. It will allow additional opinions to be heard on performance ratings and create a more accurate final rating for you.
- If you feel your performance rating is inappropriate you will be able to ask for reconsideration. An administrative reconsideration process will be available to all employees. Bargaining unit employees will be able to choose either the

administrative process or a negotiated grievance procedure.

#### **What happens to poor performers under NSPS?**

- Supervisors are required to deal with poor performers. They must communicate expectation, monitor and develop performance, provide feedback, address poor performers and reward good ones. When a supervisor determines an employee's performance is unacceptable, the supervisor must take steps to address the deficiency. The supervisor may consider a variety of options to address the performance deficiency such as remedial training, counseling, reprimand, reassignment or adverse action if necessary.
- Timely feedback throughout the year helps poor performers improve.
- An employee whose performance is rated less than Fully Successful will not receive performance pay increases.

### **EMPLOYEE ENGAGEMENT AND APPEALS**

#### **Will basic civil service protections be preserved – such as whistleblower protections, equal access, prohibition against favoritism, veterans' preference?**

- Yes. NSPS fully affirms your core civil service protections such as merit system principals, veterans' preference, benefits (including retirement, health, life, etc.), leave benefits, allowable expenses, and due process. It also protects you against discrimination and retaliation against whistleblowers and preserves your rights to organize and bargain collectively. Managers must strictly adhere to merit system principals to:
  - Recruit qualified individuals from all segments of society, and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity;
  - Treat employees and applicants fairly and equitably without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights; Fair treatment to a diverse workforce;
  - Provide equal pay for equal work and recognize excellent performance;
  - Retain and separate employees on the basis of their performance;

- Manage employees efficiently and effectively;
- Educate and train employees when it will result in better organizational or individual performance;
- Maintain high standards of integrity, conduct, and concern for the public interest;
- Protect employees from arbitrary action, personal favoritism, or coercion or partisan purposes

**Will DoD employees still be protected from arbitrary disciplinary actions?**

- Yes. Due process is preserved under NSPS. You will still be able to appeal disciplinary actions.

**Will there be a process for employees to challenge their performance rating?**

- Yes, a rating of record may be challenged by a non-bargaining unit employee through an administrative reconsideration process. Bargaining unit employees may choose either a negotiated grievance procedure that ends in binding arbitration or the administrative reconsideration process.

**Will there be a process where employees can exercise their fundamental rights to grieve or appeal unfair decisions or adverse actions?**

- Yes, employees will continue to retain critical rights such as merit systems principals, due process, whistleblower protections, and protection against prohibited discrimination and prohibited discrimination and prohibited personnel practices.

## **LABOR RELATIONS**

**What is the role of employee representatives in the “implementing issuances” process?**

- The NSPS law requires that DoD and OPM involve employee representative in the further planning, development, and/or adjustment of NSPS. “Continuing collaboration” is the process by which employee representatives will be provided an opportunity to participate in further planning and development of the system, including DoD implementing issuances, DoD will seek union input and will consider that input before finalizing NSPS implementing issuances.

**Does NSPS do away with bargaining units and employee unions?**

- No. The NSPS regulations do not affect the right of employees to participate in labor organizations and bargain collectively. The implementation of the

NSPS Labor Relations system does not eliminate unions or bargaining units.

**I’ve heard that the NSPS regulations eliminate collective bargaining. Do the final regulations provide for collective bargaining?**

- Yes, the final regulations provide for collective bargaining. The final regulations preserve the right of employee representatives to bargain collectively on a variety of issues. They strike a balance between employee interests and DoD’s need to accomplish its mission effectively to respond swiftly to ever-changing national security threats.
- At no time was there ever any intention to eliminate collective bargaining under NSPS. While there are some modifications to how we conduct labor relations, the rights of employees to join a union and bargain collectively are protected.

**I understand that national level bargaining will eliminate local unions and local collective bargaining. Is this correct?**

- No. National level bargaining will not eliminate local unions or local collective bargaining. There will still be local bargaining on a variety of matters and there will still be local collective bargaining agreements.
- National level bargaining is expected to be used on Department-wide or Component-wide policies that require consistent and timely implementation. There are still numerous issues that are unique to the local installation that remain subject to collective bargaining under NSPS.

**Were the labor unions given an opportunity to provide input to the final regulations?**

- Yes, the NSPS statute provided for a “meet and confer” period (a minimum of at least 30 days) in which employee representatives met with DoD and OPM officials to discuss union concerns and to resolve differences over the proposed regulations wherever possible.
- They met almost daily from April 18<sup>th</sup> through June 2<sup>nd</sup> to discuss the union’s recommended changes to the proposed regulations.
- As a result of union recommendations, DoD and OPM made dozens of changes to the final regulations.

## **TRAINING**

**Will I receive training on NSPS, and if so, what type of training will I get?**

- Yes, you will receive training on NSPS. The NSPS training plan features web-based and classroom instruction as well as other informational materials and workshops. Employees will receive printed materials such as brochures and pamphlets that raise awareness of the new system and outlines key concepts; web-based training which consists of two 60-minute courses, "Fundamentals of NSPS" and "NSPS 101"; and classroom sessions which will be scheduled approximately four to six weeks before NSPS implementation.

## DECEMBER MANDATORY TRAINING

**Mandatory Training for FY 05** will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend.



The December 2005 training dates are:

**06 December 2005**

**14 December 2005**

The location of the training for the above class dates is the new Library/Education Center, Bldg. 660.

The schedule of training is as follows:

0800-0930 - Alcohol and Drug Abuse

0930-0940 - break

0940-1010- Security

1010-1020 - break

1020-1120 - DA Ethics Training

1140-1240 - Lunch

1240-1540 - E/POSH

If you have any questions regarding the above training schedule please contact Tami Culbreath at 531-1856.



"It is Christmas in the heart that puts  
Christmas in the air"

--W.T. Ellis

## HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2005

HOLIDAY	DATE DESIGNATED	TRAINING/LIBERAL LEAVE
Christmas Day	26 Dec 2005	23 Dec 2005
New Year's Day	2 Jan 2006	30 Dec 2005

## Leave Transfer Program

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. Who is in need?

**Mr. David L. Willis, BJAC**

If you would be interested in donating leave for employees impacted by Hurricane Katrina, please see the CPAC Bulletin 21-05 at <http://www.jrtc-polk.army.mil/cpac.index.htm> regarding the Katrina Leave Transfer Program for instruction.

## ARMY BENEFITS CENTER Civilian (ABC-C) Important Changes to TSP



Effective the first full pay period in January 2006 (January 8, 2006), employee contributions to the TSP will be limited only by the restrictions imposed by the Internal Revenue Service (IRS). The IRS limit is \$15,000.00 in 2006. If your salary is \$100,000.00 or more, and you contribute 15% of your base salary to TSP, you will reach the IRS limit. Once the maximum contribution limit is reached, your employee contributions and Agency matching contributions will be suspended for the remainder of the year. If you are 50 years of age or older, you will still be able to continue participation in the TSP Catch-Up



program even if your employee contributions reach \$15,000.00.

- ▶ For example, let's say you are a Federal Employees Retirement System (FERS) employee. You earn \$50,000.00 per year and contribute 16% of your base salary to TSP. Each pay period, \$308.00 is invested in TSP. Since you have not reached the IRS limit, you will receive Agency matching contributions for all 26 pay periods.
- ▶ Or, let's say you got that big promotion and you are a FERS employee who now earns \$130,000.00 per year. You contribute 15% of your base salary to your TSP account. Each pay period, \$750.00 is invested in TSP. By the 20<sup>th</sup> pay period, you have reached the IRS maximum employee contribution of \$15,000.00. Your employee contributions will be stopped for the remainder of the year and you will no longer receive Agency matching contributions. However, if you had elected to invest \$577.00 per pay period, you would have received the matching contributions for all 26 pay periods.

If you are FERS employee, it is important to invest wisely and receive the maximum Agency matching contributions. To determine the dollar amount you can contribute each pay period so your contributions are spaced out over all the pay dates in the calendar year, you may use the Elective Deferral Calculator on the TSP website at [www.tsp.gov](http://www.tsp.gov). (The 2006 version should be released in the very near future.) Please remember you may change your contribution election at any time.

For more information about maximum TSP contributions, go to the TSP website at [www.tsp.gov](http://www.tsp.gov) to read the TSP Fact Sheet titled *Annual Limits on Elective Deferrals*. This Fact Sheet describes in detail the elective deferral limit and how your TSP is affected.

### TSP Catch-Up

Are you turning 50 years or older in calendar year 2006? Are you currently contributing the maximum to your TSP? If the answer is yes, then you are eligible to contribute an additional \$5,000.00 per year through TSP Catch-Up.

So, what is TSP Catch-Up, how do you sign-up, when should you make an election, and how much money should you contribute each pay period?

*What is it?* TSP Catch-Up contributions are supplemental tax-deferred contributions that are deducted from your basic pay each pay period. You must be employed by the Federal Government and receiving pay. If you are in the six-month non-contribution period following receipt of a TSP financial

hardship withdrawal, you may not contribute to TSP Catch-Up. There are no Agency matching contributions and bonuses cannot be applied toward Catch-Up contributions.

*How do you sign-up?* You must make your election through the ABC-C website at <https://www.abc.army.mil> or by calling 1-877-276-9287 or TDD at 1-877-276-9833.

*When should you enroll?* To take full advantage of the 26 pay periods available to you, start contributing early. But, please be careful. If you make an election too early, the Catch-Up contributions will be effective in pay year 2005.

As the chart below illustrates, the first day you are eligible to contribute for 2006 will depend on your payroll office and pay date.

Payroll Office	Election Created	Effective Date	Pay Date
Denver/Charleston	Nov 27-Dec 10	Dec 11	Jan 5, 2006
Pensacola	Dec 11-Dec 24	Dec 25	Jan 13, 2006

For example, if you are paid from the Denver or Charleston payroll office and you elect TSP Catch-Up contributions on December 10, 2005; your election will be effective December 11, 2005. The deductions for this election will be applied to the pay check you receive on January 5, 2006. This would be an election for pay year 2006.

However, if you are paid from the Pensacola payroll office and you elect TSP Catch-Up contributions on December 10, 2005; your election will be effective December 11, 2005. The deductions for this election will be applied to the pay check you receive on December 30, 2005. So, you will need to make a new election for pay year 2006 after December 10, 2005.

Your payroll office number is annotated in the remarks section of your Civilian Leave and Earnings Statement (LES). The chart below will help you determine your payroll office.

Payroll Office	Payroll Office Number
Denver	97-380100 97-380400 97-380900 97-380800
Pensacola	97-380500 97-380300
Charleston	97-380200 97-380600 97-380700

*How much money should you contribute each pay period?* To invest the full \$5,000.00, you must elect to contribute \$193.00 per pay period. Several illustrative examples are below. In each example, the year is 2006.

**Example 1:** You are 50 years old, earn \$100,000.00 per year and contribute \$577.00 to TSP. Your net pay is \$900.00. If you contribute \$193.00 per pay period to TSP Catch-Up, your net pay will be \$707.00 per pay period.

**Example 2:** You are 55 years old, earn \$36,000.00 per year and contribute the maximum to TSP. You will have 80 hours of Leave Without Pay (LWOP) for one pay period. Since you are not receiving pay, you are not eligible for TSP Catch-Up contributions for that pay period.

**Example 3:** You are 50 years old, earn \$34,000.00 per year and contribute \$30.00 per pay period to TSP. Since you are not contributing the maximum to TSP you are not eligible for TSP Catch-Up contributions.

**Example 4:** You are 48 years old, earn \$78,000.00 per year and contribute the maximum to TSP. Since you are not turning 50 years of age in calendar year 2006, you are not eligible for TSP Catch-Up contributions.

If you will not be contributing the maximum of \$15,000.00 to your TSP account, you are not eligible to contribute to TSP Catch-Up.

For additional information regarding TSP Catch-Up, please visit the ABC-C website at <https://www.abc.army.mil> or 1-877-276-9287.

Send comments or suggestions to:  
<mailto:NewsletterINQ@cpocswr.army.mil>

## MAKING USE OF THE EAP

### Employee Assistance Program

Let's face it, you manage humans - and humans can have personal problems. If personal problems become unmanageable, they may cause your employees to become less productive on the job. When that happens, there is a legitimate management interest in steering employees to the resources that can restore them to full productivity. For this reason, every federal agency has an Employee Assistance Program (EAP). As a federal manager, you should not be afraid to help your employees take advantage of EAP's services.

EAP provides short-term counseling to identify an employee's problem and make appropriate referrals to assist the employee in resolving that problem. EAP counseling is free, but it is intended to direct employees to the outside resources that can achieve long-term solutions. The government does not pay for these outside resources, but an employee's healthcare insurance may pick up some or all of the costs.

EAP can help employees find resources for dealing with such things as workplace stress, family problems, alcohol abuse, drug addiction, mental illness, and a variety of other issues. You can even arrange for EAP counselors to work with your staff as a group, particularly in the event of a traumatic event affecting the workplace as a whole. In addition, EAP counselors may be able to help in the prevention of workplace violence.

Often, managers are in the best position to observe the effect of these problems in the workplace. For this reason, federal agencies routinely encourage managers to recommend EAP's services to employees in need. At the same time, managers should understand that participation in EAP is strictly voluntary, and that an employee cannot be compelled to participate. If an employee declines your recommendation of EAP counseling, you should not raise the issue repeatedly.

Keep in mind that confidentiality is a critical component of any successful EAP. To avoid potential legal issues, you should not even ask employees about whether they have followed through with EAP counseling, much less about the substance of their communications with EAP counselors. When suggesting that an employee consider contacting EAP, you should limit yourself to discussing the availability of different types of EAP services. You should not ask an employee for details about problems you suspect are contributing to a decline in productivity or a change in behavior.

If an employee's conduct is inappropriate, you should consider taking corrective action, regardless of whether the employee follows through with EAP counseling to address the causes of that conduct. In cases where you are considering disciplinary action, employees may volunteer information about personal problems. When an employee volunteers such personal information, you can and should consider that information because it may indicate that mitigating factors are present, warranting a lesser disciplinary action. However, if an employee chooses not to share personal information, you should address only the employee's conduct. In that event, you should not press for personal information, even if your



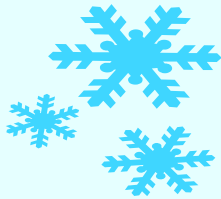
opinion is that the employee would benefit from sharing such information.

In short, remember that EAP services are available, and don't hesitate to refer employees to them when appropriate.

**\*\*If you would like more information, please contact Mr. Tom Gilliard, ADCO, 531-1281.**

“ One kind word can warm three winter months.”

~Japanese Proverb



## Vehicle Registration & DBIDS

### New Procedures:

The Joint Readiness Center & Fort Polk has now opened the newly renovated Access Control Point One on Entrance Road. There is now a new Visitors Center adjacent to the newly renovated Access Control Point, for newcomers, visitors and others who conduct business on post.

With the opening of these facilities come new procedures for access to the installation. Those needing a pass to access the installation are now required to obtain one from the Visitors Center before passing through the Access Control Point. This procedure excludes traffic required to enter the installation through Access Control Point Four and Access Control Point Seven.

All others, including visitors and new personnel not registered at the Vehicle Registration Center, will be required to:

- **Bring vehicle registration, proof of insurance and a valid drivers license to the Visitors Center**
- **Once pass has been issued, proceed to Access Control Point One and enter 3<sup>rd</sup> lane at far right.**

Contractors and their personnel must still be on the Installation Access Control Roster located at the Provost

Marshal's Office. Until then, a 24-hour pass will be issued. Visiting family members may obtain an extended visitor's pass as long as the military family is present.

With the opening of the Visitors Center and ACP one, comes implementation of the Defense Biometric Identification System at all ACPs beginning in December. Military personnel, dependents, contractors and Department of the Army civilians not already registered must do so at the Visitors Center or the Vehicle Registration Center, bldg.1830.

Registration involves having a photograph taken and fingerprint scanned. Please have your CAC card with you. Those who don't have a CAC card will be issued a DBIDS card. Upon entry to the installation, you will be required to present your CAC or DBIDS card. Whenever you receive a new CAC card you must re-register with DBIDS. As of November 18th, the Visitors Center is open 24 hours a day seven days per week for both passes and DBIDS registration.

## WORLD AIDS DAY



**Juliahnna Ruch, Community Health Nurse**  
**Bayne-Jones Army Community Hospital**

December 1<sup>st</sup> is World AIDS Day. It is a time to remember those we have lost as well as a time to look ahead. This year's theme "Stop AIDS: Keep the Promise" encourages us all to do our part in HIV prevention while continuing to provide services and care for those already infected.

Many things have changed in the twenty-four years since the first case of AIDS was discovered in the US. Advancements in treatment mean that people now live with HIV instead of die with AIDS. HIV infection has gone from being a homosexual disease to being everybody's disease. The things that haven't changed include the way HIV is spread and the ways you can protect yourself.

More than 20 million people have died worldwide since 1981. The Centers for Disease Control (CDC) estimates that in the US alone, there are 850,000 to 950,000 people living with HIV and an estimated 40,000 new HIV infections every year. HIV continues to remain a public health concern all over the world.

One of the devastating facts about HIV/AIDS is the disproportionate infection/diagnosis rate among people of color. According to the CDC, African Americans make up 12.7% of the population, but they accounted for 54% of those newly diagnosed with HIV in 2002. The US Census Bureau reports that HIV/AIDS was the second leading cause of death among African American men ages 35-44. It was the **leading** cause of death among African American women ages 25-34.

The Hispanic population is also feeling the impact of HIV/AIDS in their community. The US Census Bureau reports that Hispanics make up 13.7% of the population, but according to the CDC they make up 19% of the total AIDS diagnoses from 1981 through 2003. The National Center for Health Statistics reports that HIV/AIDS was the third leading cause of death for Hispanic men ages 35-44 and the fourth leading cause of death for Hispanic women ages 35-44.

There is still no cure for HIV/AIDS and there is no vaccine to prevent transmission. We must all learn about the risk factors associated with HIV transmission and unprotected sex is the biggest risk factor we can minimize. Other than abstinence, correct and consistent use of condoms is the best way to protect your self against HIV. Another way to protect your self is monogamy.

How does the Army address the issue of HIV/AIDS? One way the Army addresses this issue is through education. IAW AR 600-110, all unit commanders will ensure that their soldiers attend at least one HIV education class annually. How HIV affects the immune system, transmission routes, ways to protect your self, and treatment options are all discussed during this class.

Another way the Army maintains readiness and protects the welfare of its soldiers is to test for HIV. IAW AR 600-110, those who are HIV positive and able to perform their duties are allowed to remain on active duty. They are non-deployable, but are able to fulfill many needed jobs within the military.

To celebrate World AIDS Day, information tables will be set up at the education center's main lobby from November 30<sup>th</sup> through December 2<sup>nd</sup>, the BJACH dining facility on December 1<sup>st</sup>, and the main PX on December 2<sup>nd</sup>.

**If you would like more information or would like to schedule a class for your unit or community group, contact Julie Ruch, RN, CHN at 531-4752.**



## INFORM YOURSELF

According to the Centers for Disease Control and Prevention (CDC), HIV/AIDS is sixth in the leading causes of death among 15 to 24-year-olds in the United States.

### Talking to Your Kids About AIDS (Education Can Help Protect Them)

**BJACH "Health Awareness"**  
**Bayne-Jones Army Community Hospital**  
**Patricia A. Taylor, RN**  
**Health Promotion Program**

**AIDS** looms large in the minds of most Americans. Even those who don't belong to one of the "risk groups"—intravenous (IV) drug users, homosexual and bisexual men and their sex partners—may know someone at risk for the disease. For many parents, that someone could be their child.

All teenagers are vulnerable to AIDS (acquired immune deficiency syndrome) if they experiment with sex and drugs without fully understanding the consequences of their actions. Scientists have learned a great deal about the disease, but there's still no known cure. It's crucial that parents discuss AIDS with their children and tell them how to avoid it. Talking frankly with your kids about sex, drugs and AIDS may be difficult and embarrassing. But taking time to discuss these issues with your kids is well worth any embarrassment if it prevents them or their friends from contracting this deadly disease.

#### Make It Clear and Simple

*The best approach is a direct one when it comes to talking about AIDS.*

##### ✓ **First, tell your children**

**How they can get AIDS:** by having sex or sharing drug needles or syringes with a person carrying the AIDS virus. *That person doesn't have to show any AIDS symptoms to be infectious.* It's possible for someone infected with the AIDS virus to be unaware that he or she is carrying the disease. And anyone, no matter how "nice" or "intelligent," can be infected with AIDS.

##### ✓ **It's also important to tell your teenagers how they can't get AIDS.** Tell them they can't "catch" AIDS the way you catch a cold, the flu or the

chicken pox. An infected person can't spread AIDS by coughing, sneezing, touching or hugging, or by sharing a sandwich or a soda with someone else. You can't get AIDS from public drinking fountains, washrooms or swimming pools, either.

- ✓ **Just as there's no cure for AIDS, there's no vaccine to protect against it. Sexual abstinence and avoiding drugs are the only sure defenses against AIDS.**

✓

*Information in this article provided by: © Parlay International*

*In recognition of World AIDS Day Awareness, the Health Promotion Program and Community Health Nursing will be providing awareness information at the Post Exchange on 2 December 2005 from 10 AM to 1 PM. For more information on HIV/AIDS contact the Department of Preventive Medicine Epidemiology Program at 531-4752.*

**“Success is doing more today than  
what you have done any day before.”  
--Anil Popli**

## Know How to Steer Clear of Drunken Drivers

### Health Promotion Program

Bayne-Jones Army Comm. Hospital

**Approximately three in every 10 people will be involved in an alcohol-related crash at some time in their lives. Be prepared and take precautions.**

Drunken drivers cause half of all automobile accidents. The lives of countless innocent victims are taken each year. Even with tougher laws nationwide as deterrents, many individuals still get behind the wheel while under the influence of alcohol. **How can we keep ourselves and our loved ones safe? Driving defensively is a good strategy.**

#### Watch Out for Drivers Who:

- drive too fast or too slow
- swerve or drive too close to the center line or the shoulder

- approach a signal or stop sign too fast or too slow
- drive with their windows open in cold or rainy weather
- ignore traffic signals
- speed erratically
- ignore other drivers
- pass other cars too quickly or too slowly
- make jerky starts and stop quickly n make frequent lane changes
- overshoot signals or stop signs
- drive without lights on after sundown
- follow other cars too closely
- are partying with their passengers

#### What Should You Do?

**If you come across drivers displaying any of these traits, get away from them.**

- If the car is in front of you, slow down and let it get farther away. Don't try to pass; it may swerve into you.
- If the car is behind you on the freeway, speed up enough to put distance between you, or take the next exit. On surface streets, turn at the next right turn.
- If the driver is coming toward you from the opposite direction, slow down and move off the road if necessary.
- When you come to intersections, don't assume that the driver of the car coming towards you is sober and paying attention. Be cautious before you cross, making sure that the other car has come to a complete stop, especially after a light change. Your right-of-way will not always protect you.
- Any time you see a driver obviously under the influence and you can safely get the license plate number, immediately report it to the nearest law enforcement agency.

#### *Information provided by Parlay International*

*In recognition of National Drunk and Drugged Driving Awareness Month, the Health Promotion Program will be providing awareness information at the Post Exchange on 2 & 9 December from 10 A.M to 2 P.M.*

**ARTICLES FOR BULLETIN**

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [ogles@polk.army.mil](mailto:ogles@polk.army.mil)
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//  
DONALD R. MALLET  
Director, Civilian Personnel  
Advisory Center

**HAVE A SAFE &  
HAPPY HOLIDAY**



**HAPPY, HAPPY  
HOLIDAYS TO YOU!**